

## **ASBESTOS MANAGEMENT GROUP**

Notes from the meeting held at 2pm. on Wednesday 20<sup>th</sup> June 2012, in the Planning Room, Bordesley House, Heartlands Hospital

**PRESENT:** Mike Taylor (MJT) Chair  
Diane Aucott (DA)  
Atul Chauhan (AC)  
John Coley (JC)  
Robert Davey (RD)  
Jim Fitzgerald (JF)  
Mike Keye (MK)  
Dave Smith (DS)  
Gareth Gentles (GG) OHS

### **ACTION**

#### **1. Apologies**

- Apologies were received from Tony Wright (TW).

#### **2. Terms of Reference**

- DA had spoken to Sarah Woolley who confirmed the ToR were to be ratified at the Statutory Compliance Group and then submitted to the Safety Committee.

#### **3. Notes of previous meeting**

The notes of the previous meeting were approved.

#### **4. Action Log**

##### **4.1 – SOP – Door Maintenance**

- A copy of an SOP for Hotel Services was tabled for everyone to see. It was discussed that a picture SOP was suitable for door maintenance and that AC would bring one to the next meeting.

**AC**

##### **4.2 – GHH Operational Report**

- GG is still in the process of doing a tender on high risk areas.

**GG**

##### **4.3 – SOL Operational Report**

- The order number for door samples had been given to GG.

- Details of other buildings that needed testing had been given to GG.
- Re-inspections had been done and the information was still being downloaded onto MICAD.

#### 4.4 – BHH Operational Report

- Re-inspections had been done and the information was still being downloaded onto MICAD.
- GG confirmed BHH was further ahead than other sites.
- GG advised a tender was being drawn up for block 42 (medical records) and Lincoln House basement and should be ready by the end of June.

**GG**

#### 4.5 – Training – competent users

- GG would send the costings for training to LA.
- MK to let LA know the dates for training.
- MK to raise order and send to GG.
- It was decided that the training was to be done at GHH.

**GG**  
**MK**  
**MK**

#### Training – dedicated trainer

- Costings had been obtained for a dedicated trainer but was found to be too expensive, and it was uncertain as to how many members of staff would turn up.

#### 4.7 – AOB - Grievances @ GHH

- DS confirmed he was to meet with carpenters on Friday 22<sup>nd</sup> June, and that the meeting would be documented.
- DS will update at the next meeting.

**DS**

#### AOB – Firewall blocking

- MT confirmed he would speak to RD outside the meeting to try and get this resolved.

**MJT/RD**

## 5. **Operational Reports**

### 5.1 - OHS Report

- GG confirmed he had completed re-inspections @ BHH and that two tenders were still outstanding, training was still to be booked in.
- GG would be surveying the Chest Clinic and it was discussed that there was a probability of asbestos in the plant rooms. GG to speak to Adrian Cook to ascertain whether there are any drawings on MICAD for the Chest Clinic.
- GG confirmed he had completed the fire door inspection @ SOL and the results would be ready in 7 days. GG would also be taking samples of the boilerhouse @ SOL.
- GG confirmed he had completed re-inspections @ GHH, and that he would be surveying Plant rooms, issuing specification and tender for any high risk items that's discovered.

**GG**

**GG**

- GG and DS will ascertain which buildings needed re-surveying and would prioritise which building needed doing first. **GG/DS**
- DS advised that he had raised an order to OHS for £70k. DS to give MJT a breakdown of costs. **DS**

#### 5.2 – SOL Operational Report

- MK reported that 49 doors had been tested, and the early signs showed no asbestos being detected. OHS report ready in 7 days.
- MK discussed the labeling of soffits and the possibility they could contain asbestos. MJT said as long as there were sufficient records/information there was no need to label soffits.
- Contractors Induction Programme was discussed, TW to update at next meeting. **TW**
- GG said re-inspections needed to be carried out every year, and the monitoring of this was discussed. GG said there is a re-inspection box that can be filled in on MICAD to flag up when re-inspections are due (you have to be logged in to MICAD for this).
- The idea of putting re-inspections on Planet as a PPM was discussed.

#### 5.3 – BHH Operational Report

- JC advised that an order had been raised for sampling doors at the Chest Clinic.
- MJT said that TW would demonstrate the module that's bolted on to MICAD which gives an instant picture to contractors. **TW**
- GG suggested that Daniel Boardman (LA has contact details) should be contacted, as he has both ELVIS and MICAD working together. **DS**

#### 5.4 – GHH Operational Report

- DS advised that he had received an email from EH Humphries requesting information regarding asbestos.
- GG advised that DS give them all the information requested including the Bradley Report, and to invite them to come in and alleviate any concerns they may have.
- DA suggested there is a potential for claims against the Trust and that MJT should make John Sellars aware of this. **MJT**
- GG advised that the insurance company needed to be notified. **MJT**
- DA suggested getting advice from the claims department. **MJT**
- DS mentioned that he was still waiting for an outcome from HSE.

### 6. Incidents & Risk Assessments

- DS to bring existing RA's to table at the next meeting. **DS**
- MJT said that at the next meeting he wanted a paper reporting on **ALL**

the action plan produced from the outcome of the RCA at GHH.

**7. Staff Training**

- GG had received an order for staff training, JC to arrange dates over a 5 day period. **JC/TW**
- GG advised that a refresher course of 2-3 hours would be needed every year.
- GG said that as much notice as possible was needed for the training and that the deadline for Awareness Training is August and 405 Competency Training for Managers is December.
- It was discussed that the crew room at BHH would be suitable for the training.
- Trust wide training was discussed, MJT had looked at other Trusts and Authorities and he's proposing to draft a leaflet. **MJT**
- GG suggested offering ½ day asbestos awareness training on the leaflet.
- DA advised that the Asbestos Policy would need rewording to this effect. **DS**

**8. Any other business**

- MJT advised that all EM's must make sure all actions and dates for completion have been cleared on the action plan by the next meeting. **ALL**
- Occupational Health had been invited to attend this meeting. DA would contact OH and arrange for someone to attend future meetings. **DA**
- Action Plan from the incident at GHH was to be circulated to all. **LA**
- MJT mentioned he had been to a meeting with Fiona Burton and discussed that we couldn't insure compliance for Solihull Community and that resources were needed. This was being tabled at the Statutory Compliance Group and added to the risk register. MJT was waiting for feedback from Governance. **MJT**
- MJT talked about Care Trusts and GP's clinics that we are responsible for as being fit for purpose.
- GG suggested putting together a schedule of rates and KPI's and bringing to the next meeting. **GG**
- MJT would be sending out a proforma for each EM to complete, and must be returned to LA one week before each meeting. **EM's**
- It was decided that one central action plan was needed which would be updated by LA. **LA**

**9.**

**Date and Time of Next Meeting:**

**Tuesday 31<sup>st</sup> July 2012 @ 2pm, Planning Room, Heartlands Hospital**